



Job Posting

Posting & Application Period:
March 4 – 18, 2016

Legislative Service Bureau

Journeyman Typesetter / Proofreader Night Shift

DEPARTMENT: Legislative Service Bureau (LSB) – Legislative Printing Division
STATUS & HOURS: Full-Time – 37.5 hours per week | 4:30 pm – 12:30 am, Monday - Friday
MINIMUM PAY RATE: \$28.79 per hour based on 10-1-15 Union Contract
JOB LOCATION: LSB Print Shop, 3350 Ranger Road, Lansing, MI

GENERAL DESCRIPTION OF DUTIES

This team member is responsible for formatting hard copy and digital files into legislative publications using Adobe InDesign. File preparation for print/production includes preparing files to PDFs, formatting and pagination, and manipulating furnished electronic files and graphics from various applications. Assists production with finding other digital solutions as needed.

Job duties include, but are not limited to:

1. Produces materials by formatting and typesetting documents.
2. Ensures that client needs as well as in-house style guidelines are followed to maintain quality results.
3. Reads materials for errors in spelling, punctuation and grammar. Recommends revisions as appropriate.
4. Prepares copy for print by returning marked proofs for correction. Checks revised proofs to ensure that all corrections/changes have been made.
5. Ensures accurate and timely completion of work while maintaining a friendly, customer-oriented approach.
6. Handles a high volume of work with pressing deadlines on a daily basis.

MINIMUM QUALIFICATIONS AND ABILITIES

- Must possess high school diploma or GED Certificate.
- Minimum 5+ years' experience in typesetting, page layout and design required.
- Strong proofreading skills and knowledge of grammar, spelling and punctuation required.
- Proficiency with MAC-based systems and software and Adobe Creative Cloud products. PC experience required.
- Strong organizational skills and attention to detail required.
- Ability to be self-motivated and work independently while also communicating effectively within a team required.
- Strong interpersonal and communication skills required.
- Ability to handle multiple projects simultaneously and proofread quickly and accurately under pressure and tight deadlines required.
- Excellent work attendance and punctuality a must.
- Must be willing and able to work overtime and irregular hours as required, including weekends, evenings and holidays.

HOW TO APPLY

Online applications only are being accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. Applicants must include the following two items as separate attachments in their online application: 1) cover letter outlining interest and qualifications, and 2) resume. **The deadline to apply is 5:00 pm on Friday, March 18, 2016.** Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at humanresources@legislature.mi.gov or call 517-373-9643.

ADDITIONAL REQUIREMENTS AND INFORMATION

The Legislative Council is a nonpartisan legislative information and service agency. The LSB's Legislative Printing Division is a union shop that provides composition and printing services for the production of legislative materials. This is an unclassified, non-Civil Service position in State government. All Legislative Council employees are considered "at-will," with the exception of LSB Printing Division union members. Employees are required to be non-partisan.

For questions, call the Legislative Service Bureau Human Resources Office at (517) 373-9643.

The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.